



Catherine McCracken 10/20/98 01:06 PM

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cc:

Subject: Call-in info for 10/21/98 conference call

Hi all,

I have confirmed our conference call on October 21, 1998 from 11 a.m. to 12:30 p.m. (Eastern Time Zone/8:00-9:30am Pacific Time Zone). The call in number is (202) 260-1015, Conference Access Code: 8878#. Additional information about EPA conference calls is at the bottom of this message.

Agenda items to be covered:

1. the external peer review process and Ontario meeting
2. the December SRA meeting
3. other activities for Communications and Outreach Subcommittee (see previous email message on this)
4. (EPA only) communications strategy for release of tox. information
5. Other items as needed

Please let me know if you have any questions.

Thank you,
Catherine

***Additional information on EPA conference calls:**

Note: You cannot call in earlier NOR stay on later than the scheduled end time as the CONFERENCES ARE CONNECTED AND DISCONNECTED AUTOMATICALLY by the system. You will begin hearing a series of warnings at fifteen, five, and one minute(s) before your call is scheduled to end.

To place calls from within EPA Headquarters (HQ) area code, dial the 7-digit telephone number and after the prompt enter your conference access code number followed by the "#" sign. To place calls from outside the EPA HQ area code, dial 1 plus the area code (202) and the 7-digit telephone number and then enter your conference code followed by the "#" sign. If you call in too early, do not enter the code correctly, or you are calling from a rotary telephone, you will not be connected directly to your call but will be defaulted to the "Waiting Room" where an operator will assist you.

If your reservation is not going to be used as scheduled, OR if you need to change your reservation, please call us at (202) 260-CONF (2663) as soon as possible, so that our staff can make the necessary changes. Please give us your CALL IN NUMBER AND THE CONFERENCE ACCESS CODE NUMBER as a reference for us to search the system for your call. All reservations for audio conferences will incur a charge, unless the reservation is canceled before 8 a.m. on the day of the scheduled conference. The full charge will be applied for all reserved lines and times, regardless of whether all lines and times are actually used.

Please note that all teleconferences are monitored for audio quality by EPA's telecommunications service contractors, therefore discussions of any sensitive or restricted information during a conference call is prohibited.

The audio teleconferencing system allows the operators to assist conferees during their conferences. To request assistance, press the asterisk (*) and zero (0) keys on your touch-tone telephone.. This will alert the operator assigned to your lines. Unfortunately, this feature does not work on all speakerphones,

electronic telephone systems, or rotary style telephones. If this feature is not available, you must call our hotline at (202) 260-2001.